

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

14 AUG -5 110:46
ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DLNR, STATE PARKS-MAUI
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Purchase of fuel for State vehicles at Kaumahina State Wayside Park, Puua Kaa State Wayside Park and Waianapanapa State Park.

2. Vendor/Contractor/Service Provider: Hana Pit Stop, LLC at P.O. Box 9, Hana, HI 96713

3. Amount of Request:

\$ 9,000.00 per year

4. Term of Contract From: 8/1/2014

To: 7/31/2015

5. Prior SPO-007, Procurement Exemption (PE): 12-070-K

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

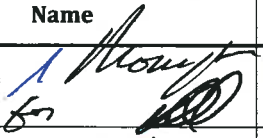
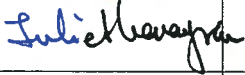
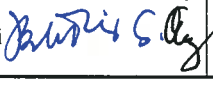
State vehicles requiring fuel are located approximately 2-15 miles from Hana Pit Stop vendor. These vehicles would have to travel 35 to 50 miles to Central Maui to refuel where the awarded bidder is located. It would not be advantageous to the State because of the additional use of fuel and the additional manpower hours to drive to and from the central Maui.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Search of any fuel vendors located in proximity to the parks revealed that there is only one vendor in the area. The vendor is Hana Pit Stop, LLC.


8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Philip Ohta * 	DLNR/State Parks	808-984-8102	phillip.k.ohta@hawaii.gov
Juliet Kazanjian 	DLNR/Fiscal	587-0340	juliet.kazanjian@hawaii.gov
Dennis Takahashi 	DLNR/Fiscal	587-0347	dennis.i.takahashi@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*


Department Head Signature


Date

For Chief Procurement Officer Use Only

Date Notice Posted: 

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This request is disapproved as department failed to comply with the CPO requirements provided in PE 13-074B for submitting from SPO-016 and PE 12-070K for posting the award(s) on the Awards Reporting System. Department also failed to post award for prior PE 11-054K. Failing to comply with CPO requirements, procurement circulars and directives, the Hawaii Public Procurement Code and its administrative rules are procurement violations. Department shall submit form SPO-016, *Report of Procurement Violations: Findings and Corrective Actions and/or Request for After-the-Fact Payment Approval*, to explain why the department failed to post the awards as required.

In addition, although no written delegated procurement authority is required for a *Request for Exemption from Chapter 103D, HRS*, the department is reminded that individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, Statewide Procurement Training, as appropriate. The SPO does not have a record of attendance at the appropriate mandatory procurement training for individual, Philip Ohta, named in no. 8. Upon verification of vendor compliance and designation of an individual who has completed the required training, the department may attach a memo to this request, along with a copy of a compliant HCE certificate requesting CPO approval.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required


Chief Procurement Officer Signature


Date